

MINUTES of a meeting of the Parochial Church Council of the Parish of St Paul's New Beckenham, held in the church hall on 29<sup>th</sup> October 2025.

#### **2025 / 2026 No. 4**

Present: Rev'd Rachel Winn (in the chair), Maria Adu, David Charlesworth, Andrew Griffiths, Wesley Guy (for minutes 1261 – 1277), Anne Harkness, Sandra Horner, Anne Howick, Keith Howick, Paul Lashmar, Anthea Prendergast, Roger Wells.

Apologies for absence had been received from Sarah Butler, Clari Harrington and Ian Johnson.

Keith Howick opened the meeting in prayer.

#### **11257 Conflict of Interest**

Keith Howick declared a Conflict of Interest as a trustee of St Paul's Pre-School, and of The Ugly Duckling Company.

#### **1258 Appointment of leader for *Your PCC Matters***

Andrew Griffiths offered to prepare a report on the meeting for the notice sheet.

#### **1259 Minutes of the PCC meeting held on 11<sup>th</sup> September 2025**

The minutes of the PCC meeting held on 11<sup>th</sup> September 2025 had been received. Anne Harkness proposed, seconded Maria Adu, that the minutes of the PCC meeting held on 11<sup>th</sup> September 2025 be received as an accurate record of the meeting. **Agreed, with five abstentions.**

#### **1260 Matters arising**

(i) Minute 1249(iv), South porch. Stuart Barnett had painted the door and the lattice at a cost of £740. He had added some wood over the door so that wind would not come in, and had put some silicone on the bottom of the door. The Smartwater sticker had been sanded off the outside door and a new sticker would be attached. Anne Harkness agreed to organise this.

(ii) Minute 1240(ix), Removal of two front pews. The vicar would be applying for a temporary Faculty in November.

(iii) Minute 1240(xi), Parish Giving Scheme. Rosemary Dear had commented that she was not aware of how the financial situation might have been affected by the PGS launch. So far there had been a disappointing response regarding the number of Response form returns in the box. It is possible that some people have joined the scheme but had not completed a response form.

(iv) Minute 1241(i), Support for Church Administrator. Anne Harkness had drafted a job description for the Church Administrator. She and Stephanie Fox would be meeting on 3<sup>rd</sup> November to identify what aspects of the role Stephanie would like to focus on and what she needs to relinquish.

(v) Minute 1243, Servicing of the clock. Keith Howick reported that a three year contract had been agreed with Smith of Derby. He would be advising the Church Administrator.

(vi) Minute 1247, Access audit requirement. A Faculty for the handrails had been completed. It would be good to check when it is possible to apply for a Minor Repairs and Improvements Grant.

(vii) Minute 1248(v), Electoral Roll and Directory. The last date for being eligible to receive a copy of the Directory was 29<sup>th</sup> October. There would be a list for people to tick when they had collected their copy of the Directory.

(viii) Minute 1255, Hearing God's Word course. The course would be starting on 4<sup>th</sup> November. Currently five people had signed up to attend: Maria Adu, Sarah Gray, Jash Masih, Paul Lashmar and Penny Power.

### **1261** Action Sheet

(i) Minute 1241(ii), South porch walls in cupboard. It would be important to get three quotes and a spec for plastering.

(ii) Minute 1242, Prayer meeting on 29<sup>th</sup> November. Rev'd Rachel apologised that she would not be able to attend as on annual leave. Keith Howick and Clari Harrington would be heading up the meeting and would be liaising with the musicians.

(iii) Minute 1244, Safeguarding Guidance and Code of Practice. Sandra Horner reminded members that an e-manual had been circulated from the Diocese which contained the House of Bishops' Safeguarding Guidance and Safeguarding Code of Practice. All PCC members had been encouraged to familiarise themselves with the document and to keep it handy. A copy was on display in the church. There were seven pages regarding if there was an event, responding to safeguarding allegations, what to do, who to tell, what to write down, who to call in an emergency. Anne Howick was asked to re-send the email to the PCC.

(iv) Minute 1246, Legacies. It would be important to know if legacies were restricted or unrestricted. When unrestricted 10% is allocated to Contingency spending. Rev'd Rachel felt it would be important to draw up a legacy policy. Anne Harkness suggested the Finance Team should come up with a policy, including guidance regarding how St Paul's should respond to a legacy and if they should contact the relevant legal company.

(v) Minute 1247, Application for List B Faculty. It would be important to apply for the removal of the pew behind the AV desk.

### **1262** Safeguarding and Inclusion

Sandra Horner spoke to members about the e-manual. Members were asked to confirm that they are all clear on how to refer and had looked up the document regarding safer working, and the Code of Safer Working practice. They should be aware regarding the policy on touching people with permission. With regard to vulnerable people and children, it was important that people ask for permission before they touch these people. People should sign the service agreement for the safeguarding hub. As the Parish Safeguarding Officer, Sandra now has a new email address, [safeguarding@stpaulsbeckenham.org.uk](mailto:safeguarding@stpaulsbeckenham.org.uk) Since the last PCC meeting a Domestic Abuse training course had been run by Rev'd Rachel and Sandra Horner at Holy Trinity, Penge. This year Safeguarding Sunday would be on 7<sup>th</sup> December at St Paul's.

### **1263** Heating

Keith Howick reported that the church heating was not working. It was a very old warm air system. A part had failed, and no immediate replacement part was available. Cleanheat would be able to remove the probe which needs replacing, take it to a fabricator, who copies and makes a new probe, engineer comes back to fit and test new probe. It was not clear how long this work would take, or how much it would cost. St Paul's has many events coming up in November and December and it would be important to have a solution to warm the building this winter. Keith Howick had contacted the Net Zero Manager at the Diocese for guidance.

The possibility of renting rather than buying IR heaters had been considered. One heater could be positioned between two columns in the centre aisle, and four heaters would be needed. People would be encouraged to sit closer together in the pews. Keith Howick had contacted Herschel, who rent IR heaters on stands, at a cost of £10 per week per unit. Members expressed concern regarding children's safety (with the potential hazard of non-fixed heaters and extension cables) but noted it would be possible to block off some of the pews and organise rubber safety conduits for cables.

Following discussions Keith Howick proposed, seconded Anthea Prendergast, that St Paul's should proceed with getting the probe replaced, and should ask for a quote from Cleanheat, and authorise the Standing Committee to make the final decision on replacing the probe. **Agreed, with one abstention.**

Members discussed the possible immediate ways of heating the church, including renting four heaters on poles to be placed between the columns at the front of the pews on the left and right. Safety strips and warning signs would be important. Rev'd Rachel said it would not be possible to move the Confirmation service or the Christmas services at St Paul's to another church. She hoped it would be possible to buy or hire heaters.

Keith Howick proposed, seconded David Charlesworth, that St Paul's hire four units. **Agreed.**

The possibility of holding some services in the hall was considered. More information would be needed regarding the timescale of the work by Cleanheat. Members wondered if the power supply would be affected. Following discussion Keith Howick proposed that there should be a working group, including members of the Finance Team, the Buildings Team and the Climate & Ecology Team, to get a long term solution by 2026/2027. **Agreed.** Maria Adu offered to serve on the working group, and Keith Howick would be speaking to the other teams.

#### **1264** Church cleaning

A report from Anne Harkness had been received. Rev'd Rachel reported that Pauline Barrett would no longer be doing the cleaning, but was willing to clean the brass. Anne Harkness had prepared a Church Cleaning Schedule, a Church Cleaning Services Contract, and a Role Description and Person specification. Tony and Shiona Pilgrim had indicated that they would be willing to take on the cleaning services, which can be achieved by spending around 16 hours per week between them. Anne Harkness proposed, seconded Sandra Horner, that the documents be approved. **Agreed.**

#### **1265** Financial matters

David Charlesworth commented that, as a PCC, we are responsible for the financial situation of the church. He expressed concern that the results of the first six months of the year had not been received until the end of October. He hoped it would be possible to have regular quarterly statements of the finances. Keith Howick reported that Rosemary Dear had produced the information for the six months, and in future Tim Harrington would be looking after the budget. Rev'd Rachel commented on Expense Plus which had recently been installed. She asked that the Finance Team discuss the reporting request at its next meeting. Keith Howick agreed to report back to Rosemary Dear and Tim Harrington regarding the concerns.

#### **1266** Internal, portable noticeboards

The Mission Team had asked for a revamp of the internal noticeboards and hoped they could be portable. Rev'd Rachel wondered if there should be new noticeboards for every team, including pastoral care, Climate & Ecology, and the Mission team. The Comms Team was asked to discuss this at its next meeting on 5<sup>th</sup> November.

David Charlesworth reported that when we had applied for a List B Faculty the DAC proposal didn't comply with deemed permissions. We were advised to go to the local Council for planning permission to replace the old external ones with three notice boards rather than two as at present. The Council had said it would cost £187.50. David Charlesworth proposed, seconded Andrew Griffiths, that St Paul's take forward the existing specification to the Council at a cost of £187.50. **Agreed.**

#### 1267 Finance Team

The minutes of a meeting of the Finance Team held on 26<sup>th</sup> September had been received.

(i) Vouchers for Worsley Bridge School and St Paul's Pre-School. The cost of vouchers had been covered by donations, with an excess of £400 ready for the December voucher donations. The Finance Team had discussed the use of unrestricted legacies with regard to funding vouchers. Keith Howick proposed, seconded David Charlesworth, that 10% of unrestricted legacies should be used to underwrite the vouchers which are given every six months to Worsley Bridge School and St Paul's Pre-School, as part of St Paul's Away giving. **Agreed.** Keith Howick commented that it would be good to invite the congregation to contribute and to engage with the vouchers. It was noted that the Finance Team would be considering the voucher level amount at its next meeting.

#### 1268 PCC membership

Members were reminded that there is currently one vacancy on the PCC. There had been discussions with a member of the congregation as to whether they might like to serve on the PCC. Anne Harkness proposed, seconded Paul Lashmar, that Penny Power be co-opted on to the PCC. **Agreed.** It was noted Penny would be required to stand down at the next APCM, but would be eligible for election.

#### 1269 Networking AV Project

Anne Harkness had updated the AV project proposal following discussions with Idium and the AV team. PCC members spent some time in the church while Anne Harkness updated them on the proposed work. Many people watch online and the quality is not good. The following work was proposed:

- (i) install a new AV desk cabinetry, with two – three lockable lids. Cost £4,982.40 inc vat
- (ii) provide three operator chairs for AV team. Approx £300.
- (iii) remove existing AV desk cabinetry and the pew immediately behind the AV desk
- (iv) improve the AV desk. £2546.50.
- (v) purchase and set up new AV computer and screen plus 10" screen. £1,320 – PCC had approved (minute 1250 refers).
- (vi) install two fixed BirdDog Pann Tilt Zoom cameras, one at the back of church and one on a pillar at the front of church. £3,906.18.
- (vii) additional training and ongoing improvement of band area. £384.00
- (viii) install Uniquiti UniFi Bullet security cameras at the church office entrance, and doorbell at church office entrance outside the Bishop's porch. £989.88
- (ix). Purchase new iPad for service leader. £600.
- (x). Allow £1,000 for contingency. Total cost £16,028.96

Members discussed these options while in the church, near the present desks. The Church of England guidance is that we should have signed permission for anyone in church who might be visibly caught on camera during online streaming. Signed permission slips would need to be organised, possibly by the Communications team, but in the mean time we should clearly advertise on the rolling screens that we are recording people, who can move away from cameras if they choose. It was hoped AV desk installation would be possible Monday – Friday. There would need to be training on use of the cameras. Members were aware that Jim Vice had set up the original desk and it would be pastorally sensitive to advise him and Ann of the proposed changes, and to find a way to re-use the cabinet.

Following discussions Anne Harkness proposed, seconded Paul Lashmar, that the proposed work and purchases should be undertaken. **Agreed.** Anne Harkness would be applying for a Faculty.

#### 1270 Deanery Synod

There had been a meeting at St James, Elmers End when all PCC members had been invited to share together round the Lord's table with Father Russell. This was a time to appreciate a different worship tradition and was a unifying time, and Fr Russell gave a much-appreciated sermon.

#### 1271 Electoral Roll

The PCC welcomed James Bramwell, Helen Bretherick, Catherine Bunnage, Julia Callow, Caroline Caddick, Jonathan Debrunner, Chris Harris, Stephen Parkin and Jake Philip on to the Electoral Roll.

1272 It was noted that the next PCC meeting would be taking place on Thursday 4<sup>th</sup> December.

#### 1273 Interment of Ashes

The PCC Secretary reported that requests had been received from the families of Margaret Doubleday and Ron Barrett to have their ashes interred in the Garden of Remembrance at St Paul's. The vicar proposed, seconded Anne Howick, that these requests be approved. **Agreed.**

#### 1274 Interfaith Evening

The vicar had received an invitation from Liam Conlon MP to speak at the Interfaith event representing the Christian faith community. Members of the Parish are all invited to join Liam on Monday 10<sup>th</sup> November at St George's Church, Beckenham for an evening for people of all faiths to come together, show unity, and learn from one another about the diverse and valuable contributions that different faith communities make in the community. Posters giving details of the event would be put up in church, and this would be included in the next notice sheet. It would be important for people to book online if they planned to attend.

#### 1275 Confirmation, 16<sup>th</sup> November, 4.00 pm

Rev'd Rachel reported that 24 people would be getting confirmed, including seven people from St Paul's. She hoped the PCC would be able to help serve refreshments. She would be asking the Area Dean if he would be willing to serve as Chaplain to Bishop Jonathan at the service.

#### 1276 Role Descriptions

Anne Harkness had prepared updated role descriptions as follows: Parish Safeguarding Officer, AV Team sound system operator, AV Team video operator, AV Team visuals operator, Church Warden, DBS Administrator/Lead Recruiter, Holy Communion Assistant, Sunday Squad Co-ordinator and Leaders. Members were asked to let Anne Harkness have any comments, amendments, by 5<sup>th</sup> November. If no amendments are requested it will be taken that the role descriptions are acceptable and approved by the PCC

#### 11277 Items for Your PCC Matters

Church directory, AV update, church heating.

There being no further business, the vicar closed the meeting in prayer at 10.10pm.